

Saturday, October 1, 2005

**QUESTIONS AND RESPONSES THROUGH SEPTEMBER 30, 2005  
REGARDING THE AUGUST 30, 2005 REQUEST FOR QUALIFICATIONS FOR  
OUTSIDE LEGAL COUNSEL (2005 Q&A)**

This document is issued to provide information to all interested Respondents regarding:

**QUESTIONS SUBMITTED BETWEEN AUGUST 30, 2005 AND SEPTEMBER 30, 2005**

1. What type of tax matter assistance might be sought by the City through the subject RFQ?

**RESPONSE:** In the past the City has sought legal advice related to tax questions arising out of employee as well as City Council compensation; sales tax issues; and the taxability of municipal issued bonds. However as noted in the RFQ, the City is not at this time seeking bond counsel services.

2. Regarding the proposal format, is it necessary include the completed Respondent Qualifications Questionnaire as part of the proposal packet? Or is it sufficient to format the proposal document to mirror the required information requested on the Respondent Qualifications Questionnaire?

**RESPONSE:** Yes, Respondents are required to provide the requested information using the Respondent Qualifications Questionnaire that is included in the RFQ. The Respondent Qualifications Questionnaire has been provided in an effort to standardize responses. While sections of the Respondent Qualifications Questionnaire can be expanded to allow sufficient space to insert an answer, Respondents are asked to keep in mind the City's goal of keeping responses uniform and short, yet complete.

- ~~3. Section VI (B) of the Guidelines For Outside Counsel (Litigation) at page 26 of the RFQ says that invoices for fees and expenses are to be submitted quarterly. However, Section VI (D) at page 27 of the RFQ speaks of submitting expenses "...with the monthly invoice." Are invoices to be submitted quarterly or monthly?~~

~~**RESPONSE:** Lawyers hired by the City of San Antonio for litigation matters should invoice on a quarterly basis, and include supporting documentation for expenses as provided in the Guidelines. Lawyers working on transactional matters should bill on a monthly basis.~~

**NOTE:** The reference to "monthly billing" in the Guidelines for Outside Counsel (Litigation) was corrected in the Revised and Renewed RFQ posted October 1, 2005.

- 4. Is the "City of San Antonio Discretionary Contracts Disclosure" form for past discretionary contracts between a Respondent and the City?**

**RESPONSE:** The City of San Antonio Discretionary Contracts Disclosure Form must be filed by persons or entities seeking an award of city-funded discretionary contracts and requires the disclosure of the ownership of the firm, information related to lobbying and political contributions.

- 5. On the Proposed Fee Schedule, is the "Government Rate" referring to previous work for the City?**

**RESPONSE:** Respondents are invited to propose rates that are discounted from the standard rates they charge non-governmental clients and should they chose to do so, should disclose this rate as the Governmental Rate. In the event Respondents want to discount their Governmental Rate, they should disclose this as well.

- 6. Are the items listed on the "Qualifications Statement Checklist" the items that are required to be submitted?**

**RESPONSE:** Yes, the items listed on the Qualifications Statement Checklist are the items that are required to be submitted. Respondents that submit responses to all questions listed on the Request for Qualifications and that provide information that is otherwise requested, will be deemed responsive to the Request for Qualifications.

- ~~7. The RFQ says the deadline for submission was Monday, September 26, 2005 but online it has a deadline of Friday, September 30, 2005. Which is correct?~~**

**~~RESPONSE:~~** ~~Monday, September 26, 2005 was the encouraged deadline. However, this RFQ is to be open indefinitely. The City will consider responses submitted by 3:00 p.m., Friday, September 30, 2005 in the establishment of the initial list of qualified Respondents.~~

**Note:** The Revised and Renewed RFQ posted October 1, 2005 will remain open indefinitely. There is not a submission deadline for Qualification Statements.

**Please note that additional questions may be submitted in accordance with RFQ Section VI, Restrictions on Communication, Section B.**

The City Attorney's Office appreciates the time and interest that you have shown in participating in this contracting opportunity with the City of San Antonio.

Rosie Ralls, Outside Counsel Coordinator  
City Attorney's Office